

1. **Call to Order**

The meeting and was called to order at 7:00 p.m.

2. **Roll Call**

| | | |
|-----------------|-------------------|---------|
| Board Chair | Vacant | |
| Board Secretary | Rosetta Wangerin | Absent |
| Member | Joseph Nicoletti | Present |
| Member | Judy Wesemann | Present |
| Member | Eric Morris | Present |
| Member | Charlene Williams | Absent |
| Member | Alexa Morris | Present |

In the absence of the Board Chair and Secretary, Joseph Nicoletti presided over the meeting.

Staff present: Jim Row, Community Services Director; Stu Spence, Recreation Debbie Wadliegh, Aquatic Manager; Services Manager; Paulette Zastoupil, A.A.; Matt Gywnn, Public Works Maintenance Superintendent

3. **Annual Election of Officers**

Judy Wesemann/Eric Morris- Motion to move the election of officers to the March meeting. The motion passed unanimously.

4. **Approval of Minutes from January 13, 2009**

Eric Morris/Judy Wesemann - Motion to accept the minutes as written. The motion passed unanimously.

5. **Business from the Audience**

None.

6. **Parks and Recreation Master Plan**

Jim explained that the Plan is in the final draft stage. He will present it to the Planning Commission on February 12, 2009. The Planning Commission will then conduct a public hearing on February 26, 2009 and, hopefully, recommend approval to the City Council. The City Council will conduct a public hearing on March 23 to adopt the Master Plan and the textual amendments to the Comprehensive Plan.

7. **Adopt – A – Park Program**

Jim took this opportunity to introduce Matt Gwynn, Maintenance Superintendent for Public Works. Matt explained that his goal was to become more involved in the Parks and Recreation Board meetings. The Adopt – A – Park program was initiated by public works and the draft program will soon be finalized. Jim stated that the City recently implemented an insurance policy that reduces the City's liability by providing coverage to City volunteers, including those that participate in this program. The Adopt – A – Park Program will allow the City to accept and

solicit the interest of volunteer groups. Discussion took place on the program criteria, procedures, conflict with events and possible volunteer groups.

8. **Business from the Department**

Aquatics – Debbie Wadleigh

Debbie played the Board an Aquatic Center commercial, which is airing in the local cable television market. Debbie partially attributes increasing Center attendance to the commercial. The Aquatic Center is offering a 12 x 12 Fitness Challenge; 12 days of fitness a month for 12 months and currently has 40 participants. At the end of the challenge, their names will be put into a drawing to receive a free yearly membership. The second winter sessions of swim lessons are starting, and the fourth grade swim lesson program is ending this week. The discount and promotion programs have shown to be successful and are continuing. The HVAC replacement project is still on track, with installation scheduled for April 27th.

Recreation – Stu Spence

Sports - Stu reported that the youth basketball is going well, with 204 kids participating on 21 teams. Men's League Basketball has 18 teams. Stu is looking for volunteers to help with Adult Basketball to streamline budget costs.

Active Adult – The active adult trip to McMenamin's Ironworks Grill in Forest Grove had 15 participants, and the End of the Oregon Trail trip has 17 participants signed up.

Teen Program – The Settlemier Teen Coordinator, Erica Robles is leaving, and Randall Porter will fill this position. The Woodburn School District is sponsoring a snack program for the teen programs. A recent teen trip to a Portland Winter Hawks game was a huge success. A Wii Fit system was purchased with Weed and Seed funds to be shared between the two teen program sites.

Youth Advisory Board - In January, the YAB were invited to go as a part of the Public Health Legislative Day at the State Capitol. Stu passed out a Statesman Journal article that the teens were mentioned in.

After School Club - After School Club funding through the 21st Century Community Learning Centers grant program is ending this June. We have been working hard on a variety of options to continue the program. The School District is planning to apply for another 21st Century Grant to fund the next 5 years of the program. Stu also provided an update on the status of the initiative to bring the Boys and Girls Club to Woodburn. He reported that the Woodburn Chamber of Commerce will distribute a community assessment survey to community stakeholders, in order to determine the community's readiness. This is the first step in getting a Boys & Girls Club in Woodburn. Information will be tallied and evaluated to see what steps are then necessary to bring a Club to Woodburn.

Other - Stu shared he has received 2 grants recently; PAL-YEP for \$4,000.00 and AmeriCorps for 1 full time stipend volunteer from March through August.

Parks and Facilities – Jim Row

Budget

Jim informed the Board that this will be a challenging budget year, with resources being tighter than recent years. To prepare for the budgetary realities, the City has already made reductions in this current fiscal year to try to make sure that we can complete this year within budget. He also shared that the growth in property tax revenues will be lower than they have been in many, many years. Jim promised to keep the Board updated as budget process progresses. He also asked Board members to let him know if they had any budgetary requests that they would like to have considered.

Gazebo

Before his presentation, Jim took the opportunity to share the City's updated website with the Board, which contains a page dedicated to the Downtown Plaza Gazebo project. He shared pictures of the gazebo installation that took place on Saturday, February 7, 2009. The project was completed through the tremendous work of the Woodburn Rotary Club and Public Works Department personnel. He thanked Public Works personnel for all their work in planning and organizing the project to be volunteer friendly. Jim explained that due to funding limitations when the Plaza was initially constructed, the City determined that the gazebo would have to be constructed at a later date, with assistance from private donations. The original plan called for a custom designed gazebo at an estimated cost of more than \$100,000. Initial fundraising for the project fell short of that goal and by working with a manufacturer, we were able to modify one of their standard designs and complete this project for \$50,000. We are planning for the dedication to take place at the "Day of the Child" event on Sunday, April 26, 2009.

Centennial Park

Jim reported that the construction drawings are about 90% complete, and discussed features that were not on the original concept plan, such as walking path around the perimeter of the fields, and a fenced off-leash dog area.

Mill Creek Phase I

Jim reported that the design work is almost complete and the draft wetland permit is being reviewed by the City. He plans to present an update on the project to City Council on February 23rd. He felt that the earliest they will be able to get the project out to bid, is early March. He hopes construction will begin around July 1st. He commented that he is coordinating this project with the Marshall Street culvert replacement that Public Works is initiating.

8. **Future Board Business**

None.

9. **Board Comments**

No comments.

Minutes
Woodburn Recreation and Parks Board
Tuesday, February 10, 2009
7:00 p.m.

10. **Adjournment** 8:05 p.m.

Rosetta Wangerin, Board Secretary

Date_____

Paulette Zastoupil, Recording Secretary

Date_____